CEPI Helpful Hints-TSDL Reporting

Below you will find instructions on how to report students in the Teacher Student Data Link (TSDL), who to report, and where to find additional resources on TSDL reporting in MSDS.

What is the TSDL report?

The TSDL Collection links students and the teachers who provide instruction to them, and it is housed in the Michigan Student Data System (MSDS).

When is the TSDL report due?

The certification deadline for the 2015-2016 TSDL Collection is Wednesday, July 27, 2016.

Do I have to report all students in the TSDL report?

As specified in an April 21, 2016 memo from the Michigan Department of Education, districts are **only** required to report students that fit into the following categories:

- Migrant education participants (Grades 9-12)
- Dual enrollment participants (Grades 9-12)
- Early Middle College participants (Grades 9-12)
- Advanced and accelerated learning (AP/IB) participants (All Grades)
- Virtual/online learning participants (All Grades)

If your student fits into one of the categories listed above, you must report every class the student took during the entire school year.

If a student that requires TSDL submission exits your district during the school year, you are still required to submit applicable student data from the duration of their enrollment.

What if I don't have any students that fit the new reporting requirement?

If your district does not have students that fit into one of the four categories mentioned above, then your district does not have to submit a TSDL Collection for the 2015-2016 school year.

What is required to be reported for migrant education participants?

Migrant students in grades 9-12 are required to have coursework submitted in the TSDL Collection within 10 days of enrolling or exiting from a district. For all courses reported, you must include all of the required characteristics in the Student Course Component. Additionally, you must report credits granted and a course grade. If the course was not fully completed or enrollment is ongoing, course grade and credits granted should be prorated for the period of participation. Once the course is completed, updated TSDL records with full course grade and credits granted may be submitted using the append and replace instructions in the TSDL Addendum Manual.

Who are considered dual enrollment participants?

Any student that is participating in a course taught by a post-secondary instructor for which the student earns post-secondary credit, (this includes courses claimed for 64b funds). These courses are usually held at a local institution of higher learning, such as a

community college or university. The student may be earning credit toward a high school diploma, college credit, or both.

If I claimed a student for the 64b incentive claim, how do I report this in the TSDL?

If you have submitted a student for the 64b incentive program to CEPI, then that student must be reported in the TSDL with a Course Type "10" 64b Dual/Concurrent Enrollment Course (for students whose course enrollment results in both high school and college credit earned under Section 64b incentive legislation). It is recommended that you wait until the student completes the 64b course before submitting your claim to CEPI using the 64b claim form and reporting the course in the TSDL. When reporting the course in TSDL, you must complete all required characteristics that include College Credit and Completion Status. The course name in TSDL must match what you completed on the Section 64b claim worksheet.

If you still need to submit the Section 64b claim worksheet, this can be found under the Help and Training tab on the MSDS Teacher Student Data Link (TSDL) Collection page. This must be submitted to CEPI via Excel spread sheet on or before August 31, 2016. Anything submitted after August 31, 2016 will not be accepted.

For the 2015 TSDL collection Course Type "10," (64b Dual/Concurrent Enrollment Course) the PIC field is required. This will be revised for future TSDL Collections and the PIC field will not be required. To report the courses claimed for 64b funding for the current school year, courses may be submitted with Course Type "10" (64b Dual/Concurrent Enrollment Course) OR "07" (Dual Enrollment/Early Middle College), which does not require the PIC field. When submitting TSDL courses for either Course Type, it is imperative that the course name match exactly what was submitted on the 64b claims form submitted to CEPI.

Who are considered Early Middle College participants?

An Early Middle College (EMC) is a special school/program approved by the Michigan Department of Education (MDE) through which students earn a high school diploma and either an associate's degree, the Michigan Early/Middle College Association (MEMCA) technical certification or up to 60 transferable college credits at the same time. EMC students are granted an additional year for the expected on-time graduation date and may be in grades 9-12. Students must be enrolled in the EMC no later than the fall of their third year of high school (grade 11 or junior year) and must be reported in the Michigan Student Data System with the Program Participation code "3500." Some or all of EMC classes may be held on the campus of a post-secondary institution. Courses taken for post-secondary credit may be reported TSDL as well as in the Student Transcript and Academic Record Repository (STARR) collection by the EMC post-secondary partner. For more information about Early Middle Colleges please visit the MDE web site.

How do I report the teacher of record for the virtual/online classes?

A teacher of record must be reported for every student. If the class is virtual and the teacher then is not a certified Michigan teacher, then the mentor teacher should be

reported in both the Mentor PIC field as well as the PIC field in the Student Course component. If the class is online, it should be reported with the virtual method characteristic, and the teacher of record can be the mentor teacher as well.

However, mentor teachers may or may not need to be certificated teachers depending on how the enrollment is being counted. For the current school year, if enrollment is being counted under Section 5-O-A of the pupil accounting manual, the mentor teacher must be a certificated teacher employed by the district. If the enrollment is being counted under Section 5-O-D of the pupil accounting manual, the mentor teacher does not have to be a certificated teacher, but must be employed by the district. The legislation that requires the mentor teacher to be a certified teacher is likely to change for next school year.

What is considered an Advanced or Accelerated Course?

Any course that is identified as Advanced Placement (AP) or is part of an International Baccalaureate (IB) program is required to be reported. The certification status of the IB program does not impact the reporting requirement, once a student is participating in the advanced course, it must be reported in TSDL.

How do I report students taking summer courses?

Students who take classes in the summer of 2016, and fit into one of the four reporting categories, can be reported in the 2015 OR the 2016 TSDL Collection. If your students have not received a final grade by July 27, 2016, they can be reported with an ongoing enrolled (OE) completion status. Courses may then be resubmitted in the 2016 TSDL Collection with the appropriate school year.

Where do I find additional reporting information for the TSDL report?

Additional information on TSDL reporting can be found on the CEPI MSDS Teacher Student Data Link (TSDL) page in the MSDS Collections Details Manual and the TSDL Addendum Manual for the current school year.

What if my local student information system does not allow me to select just students in these categories for submission?

The TSDL Collection will continue to allow submission of all student course history. TSDL student records that are not identified as one of the required student populations will not have the detailed data quality process applied. Only student course data in the four required student populations will be used for reporting and accountability purposes.

What happens to the data that isn't required?

Student course data that is not required will not be used for reporting, accountability or funding purposes. If you choose to report student data outside of the four required student populations, there will be minimal checks to the quality of the data submitted, and CEPI will store the data to be used in a limited capacity.